

REQUEST FOR OVERSEAS TRANSPORTATION		SECRET
SEC. TO:		
A		
YOUR APPROVAL IS REQUESTED FOR THE OVERSEAS TRANSPORTATION OF _____ NAME OF TRAVELER		
JUSTIFICATION FOR THE TRIP IS:		
DATE _____		SIGNATURE (INITIATING OFFICER) _____
THE FOLLOWING ACTIONS CONCERNING THE ABOVE TRAVELER WERE COMPLETED ON THE DATES INDICATED BELOW:		
DATE ASSESSED AND APPROVED _____		DATE SECURITY APPROVED _____
DATE ENTERED ON DUTY _____	DATE OF OVERSEAS PHYSICAL EXAMINATION _____	DATE IMMUNIZATION INITIATED _____
DATE _____		SIGNATURE (TRANSPORTATION CLEARANCE OFFICER) _____

NOTE: SEE INSTRUCTIONS ON REVERSE SIDE

TRANSPORTATION SECTION		SECRET
THE REQUEST FOR OVERSEAS TRAVEL DESCRIBED BELOW IS APPROVED.		
DATE _____		SIGNATURE (OFFICIAL AUTHORIZED TO APPROVE TRAVEL) _____
NAME OF TRAVELER	LAST	FIRST INITIAL
CIVILIAN OR MILITARY RANK	GRADE OR SERIAL NO.	OFFICIAL STATION
ADDRESS (RESIDENCE) NUMBER	STREET	CITY STATE AVAILABILITY DATE
TELEPHONE (RESIDENCE)	TELEPHONE (OFFICE)	REQUESTED MODE OF TRAVEL
DESTINATION AND ITINERARY		
TYPE OF FUNDS AND JUSTIFICATION		
PURPOSE	<input type="checkbox"/> PERMANENT CHANGE OF STATION <input type="checkbox"/> TEMPORARY DUTY, RETURNING APPROXIMATELY	TRAVEL <input type="checkbox"/> ROUTINE CONSIDERED <input type="checkbox"/> SECRET
IDENTIFICATION WITH CIG	<input type="checkbox"/> AUTHORIZED <input type="checkbox"/> NOT AUTHORIZED	OFFICIAL COURIER DESIGNATION <input type="checkbox"/> REQUESTED <input type="checkbox"/> NOT REQUESTED
CIVILIAN CLOTHING	<input type="checkbox"/> AUTHORIZED <input type="checkbox"/> NOT AUTHORIZED	EXCESS BAGGAGE
TRAVEL SPONSOR	BRANCH	ROOM NO. BUILDING TELEPHONE
SPACES BELOW TO BE COMPLETED BY TRANSPORTATION SECTION		
IMMUNIZATION COMPLETION DATE	INITIALS	DEPARTURE DATE (APPROXIMATE) INITIALS

TRANSPORTATION SECTION		SECRET
SEC. TO:		
C (REQUESTING BRANCH)		
THE REQUEST FOR THE TRANSPORTATION OF _____ NAME OF TRAVELER		
TO _____ DESTINATION WAS RECEIVED ON _____ DATE IT IS ESTIMATED		
THAT ARRANGEMENTS WILL BE COMPLETED FOR TRAVELER TO DEPART APPROXIMATELY _____ DATE		
DATE _____		SIGNATURE (TRANSPORTATION OFFICIAL) _____

INSTRUCTIONS FOR PREPARING AND PROCESSING FORM NO. 36-23.

1. THE INITIATING OFFICER WILL:

- A. PREPARE IN DUPLICATE.
- B. FILL IN ALL OF SECTION A EXCEPT THE LOWER PART RESERVED FOR USE OF THE TRANSPORTATION CLEARANCE OFFICER.
- C. FILL IN ALL OF SECTION B EXCEPT THE TOP SPACE RESERVED FOR THE SIGNATURE OF THE OFFICER AUTHORIZED TO APPROVE TRAVEL, AND THE LOWER PART RESERVED FOR THE USE OF THE TRANSPORTATION SECTION.
- D. FILL IN THE FOLLOWING UNDER SECTION C:  
REQUESTING BRANCH, NAME OF TRAVELER, DESTINATION.
- E. SIGN THE STATEMENT OF JUSTIFICATION FOR OVERSEAS TRANSPORTATION IN SECTION A AND ROUTE THE ENTIRE FORM IN DUPLICATE TO THE TRANSPORTATION CLEARANCE OFFICER.

2. THE TRANSPORTATION CLEARANCE OFFICER WILL:

- A. TAKE THE ACTIONS INDICATED ON THE LOWER PART OF SECTION A, FILL IN THE REQUIRED DATA AND SIGN.
- B. ROUTE THE ENTIRE FORM IN DUPLICATE TO THE OFFICER AUTHORIZED TO APPROVE TRAVEL.

3. THE OFFICER AUTHORIZED TO APPROVE TRAVEL WILL:

- A. REVIEW THE JUSTIFICATION AND CLEARANCES AND IF APPROVED, SIGN SECTION B AT THE TOP OF THE FORM IN THE PLACE INDICATED.
- B. DETACH SECTION A AND RETURN IT, IN DUPLICATE, TO THE TRANSPORTATION CLEARANCE OFFICER.
- C. ROUTE SECTIONS B AND C, IN DUPLICATE, TO THE TRANSPORTATION SECTION.

4. THE TRANSPORTATION SECTION WILL:

- A. COMPLETE SECTION C AND ROUTE COPY TO THE REQUESTING BRANCH.
- B. TAKE NECESSARY ACTIONS AND COMPLETE LOWER PART OF SECTION B.
- C. ROUTE COPY OF SECTION B TO THE APPROPRIATE TRAVEL UNIT FOR THE ISSUANCE OF TRAVEL ORDERS.
- D. RETAIN ORIGINAL OF SECTIONS B AND C IN FILES.